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CONFIDENTIAL

6 March 1956

MEMORANDUM FOR: Chief, Basic School

SUBJECT: Week of 28 February - 6 March 1956

1. Basic Supervision. Basic Supervision #16, an overflow of Basic Supervision #15, began on 5 March with 18 members (maximum enrollment). This is another presentation for GS 9-11, a particular grade segment that evidently has unusually high needs for supervision and management courses. The breakdown of the group by components is as follows: 7 DDI, 6 DDS, 5 DDP (4 of these FI/RI).

Basic Supervision #17 starts next Monday, 12 March. [ ] will run that course. [ ] will finish the Management course on Friday, and Monday morning will assume responsibility for the second week of the current course, Basic Supervision #16.

2. Basic Management. The second week of Basic Management #22 (GS 13-15) is now in process. The special Management presentation for the ORR and the extra presentation of the Basic Supervision referred to above, have required a very careful dovetailing of lectures, films, group discussions and reading materials. The behind-the-scenes shunting of materials and the split-second timing of lectures has in some instances had all the elements of a Harold Lloyd comedy, but such changes as have had to be made appear to have had no appreciable undesirable effect on the classes. Throughout the course the discussions and lecture presentations have been characterized by an unusually high degree of interested, effective participation on the part of the class.

3. ORR Management Conference. The ORR Management Conference, conducted 27 February - 2 March at [ ] was successfully completed with the return of the participants on schedule to Headquarters at 1700, 2 March. The program, originally planned six months ago at the request of ORR, was presented to 13 members of the ORR management, ranging from the AD through Area and Division levels, and including selected branch chiefs. The Executive Officer, OCR, and the Chief, Fundamental Sciences Area, OSI, attended at DDI request as observers.

The Conference covered in five days the range of major management functions, and permitted exploration of problems of organization and management by the participants in a broad context, free from the pressure of deadlines and office routines. The participants worked rather hard--from eleven to fifteen hours a day--yet commented strongly at the end of the week that more time was needed.

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[ ]  
Chief, Management Training

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TAB

*Office Memorandum*

UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 29 February 1956

FROM : Chief, Basic School

SUBJECT: Weekly Activities Report #9  
23 February - 29 February 19561. SIGNIFICANT ITEMS - None.2. OTHER ACTIVITIESa. Clerical Training

(1) During the week of 21 February there were 52 people enrolled in Clerical Induction Training, and 20 people in Clerical Induction Training.

(2) During the week of 27 February the Interim Assignment Branch and Clerical Induction Training are moving from Curie Hall to Wings I and H, respectively, in Quarters Eye. It is estimated that this move will be completed by 1 March and that the class schedule for CIT will be resumed at that time.

b. Basic Orientation

(1) Basic Orientation #26 ended on Friday, 24 February, with an enrollment of 83 students. The members of the Basic Orientation staff are now involved in developing a comprehensive statement for each of the elements in the proposed revision of the Basic Orientation Course.

(2) [ ] began a morning course in Basic Management on 27 February. The course is of two-weeks duration.

(3) [ ] spoke at the Strategic Intelligence School on 27 February. His subject was "Communist Doctrine." [ ] also spoke on the same subject at the Foreign Service Institute on 28 February.

c. Orientation and Briefing

(1) On Tuesday, 28 February, the fifth Departmental Briefing was conducted for 55 persons. The Deputy Director/Support spoke to the group.

(2) At the next running of the Dependents' Briefing Program, [ ] will speak on "Cold War Aims of the Western World." [ ] also spoke on the same subject at the Foreign Service Institute on 28 February. [ ] will give the "Bon Voyage" statement.

(3) On Monday, 27 February, Chief, OB, conducted a special program for new agents of the Office of Security.

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25X1

JOB NO. [ ] BOX NO. [ ] FILE NO. [ ] DOC. NO. 17 NO CHANGE  
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S C RET. JUST. 22  
NEXT REV DATE 09 REV DATE 12-79 REVIEWER [ ] TYPE DOC. 02  
NO. PGS 9 CREATION DATE [ ] ORG COMP 11 OPI/ ORG CLASS S  
REV CLASS C REV COORD. [ ] AUTH: HR 70-3

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d. Administrative Training

25X1 (1) [ ] as OTR representative, was advised by DD/P  
25X1 that approximately 2,000 people from DD/P offices will need instruction  
25X1 in cable format and message writing. It is an OTR responsibility to  
provide this coverage. [ ] reviewed with the Administrative  
Training Office their present cable coverage and their potential  
ability to handle this instruction for the DD/P.

25X1 (2) [ ] made a tour of the new DD/P [ ]  
25X1 [ ] in Records Integration to ascertain whether adequate coverage of  
their services was available in our courses. Other members of the  
Administrative Training staff will make this tour. ✓

25X1 (3) [ ] who was interviewed as a replacement  
25X1 for [ ] reported this week. She will be entered in  
the Administrative Procedures course starting 5 March. It is planned  
25X1 that [ ] will transfer soon to the Basic Orientation staff.

25X1 (4) [ ] personnel file has been sent to DD/P where  
he is being considered for an assignment.

25X1 (5) [ ] presented a lecture on Surveillance in a TSS  
course.

e. Management Training

(1) Basic Management #22 commenced on 27 February with 17 students  
in attendance. There were two last minute cancellations. Six of the  
students are from DD/P; five from DD/I; and six from DD/S. Two of the  
latter are OTR. Grade-wise, this is the most senior group to be  
enrolled in a regular running of the course, and it is proving to be  
an excellent class.

25X1 (2) The special presentation of the Management Course is being  
given by [ ] this week at [ ] Except for the AD/ORR,  
25X1 who is participating, all participants are in grades 14 and 15. A more  
detailed report will be submitted upon completion of the course.

25X1 (3) [ ] held another follow-up meeting on Tuesday, 28  
February, of the group which attended Basic Supervision from 28 October  
through 4 November. Discussion centered about the new Fitness Report  
and its importance to first line supervisors. There was also some  
discussion about the effectiveness of the course for these individuals  
insofar as they have had time to apply suggestions gained here to the  
problems in their offices.

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